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 **JOSEPH**

**Josepf.363759@2freemail.com**

**PROFESSIONAL SUMMERY**

Highly motivated Logistics Coordinator adaptable to evolving logistics technology to facilitate the shipping process, Proficient in customer support and efficient problem solving. Cantered on meeting client expectation while quality standards to ensure timely delivers.

**ACADEMIC QUALIFICATIONS**

* **Master of Business Administration**- Shipping and Logistics Management from AMET University Business School, India (2014)
* **Bachelor’s degree in Computer Application** from Manipal University, India

**EXPERIENCE**

**International Shipping Bureau**

**Logistics Coordinator**

**October 2014 to October 2016**

* Liaison with different departments (Marketing, Operation and Documentation)within the company to facilitate shipments
* Customer and Sales Support in order to satisfy their shipping needs
* Responsible for Customer service issues
* Handling of documentation during freight processes
* In charge of the day to day operations of the transport department
* Managing and monitoring of drivers and liaising with the line managers
* Timely arrangement of vehicles & containers for stuffing of Shipments
* Shipments tracking from the Load port to destination port and confirm from Buyer also on timely delivery
* Provided accurate shipping reports to senior managers
* Provided updated shipment information to the customers and department head
* Prepared all required shipping documents

**RELATED EXPERIENCE**

**Internship |**

 **Consolidated Shipping Services India Pvt. Ltd**

* Worked in documentation, operations and sales department.
* Preparing the statements and calculating the expenses for imports and exports.
* Documentation for export/import, filing of Shipping Bill and Bill of Entry.
* Apply required certificates from different department for shipments (plant quarantine, Insurance, Country of origin, Health certificate, Fumigation)

 **Impex Services India Pvt. Ltd**

* Worked in customer and sales support division**,** got the opportunity to interact with loyal clients.
* Supervise warehouse activities, organizing the moving and storage of boxes and pallets.
* Making sure products are picked and stacked to the highest standards.

**ACADEMIC PROJECT**

**“An empirical study on cold chain management in India”**

 The objectives of the project are as follows:

* To know the history of cold chain management development in India.
* To know the opportunities and challenges facing traders and Logisticians who involves in cold chain management in India.

**KEY SKILLS AND COMPETENCIES**

* Experienced with using relevant software program to track delivers
* Strong organizational skills especially in high-pressure situations
* Excellent customer service skills including the ability to resolve issues
* Ability to work well in team settings
* Good interactive & communication skills
* Familiar with MS office
* Positive attitude with excellent time management skills

**AREAS OF INTEREST**

* International trading
* Freight forwarding
* Ship Chartering and Management
* Project cargo and dangerous goods handling